



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Chief Operating Officer

Date of Report March 7, 2019

Reporting Period January 1 -31, 2019

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- *The COO completed a Facility Use Agreement with Maryland-National Capital Park and Planning Commission (M-NCPPC) concerning the continued use of the firing range for the city’s police department;*
- *An average of 50 purchase requisitions were reviewed and approved each week during the month of February;*
- *The COO is currently responding to over 400 email correspondences each month; this consumes over 50% of the office in terms of research, requesting staff to investigate and provide documentation to facilitate accurate responses to citizen inquiries, PIA review with the City Clerk, legal conference calls/and consultations, and ensuring that staff responses are timely and accurate.*
- *Responded to an intended legal claim regarding a report of injury that allegedly occurred outside of the city’s jurisdiction.*
- *Reviewed with the Grants manager strategies for obtaining cooperation from city commercial establishments to pursue a grant supporting the removal of the gray security gates that was adopted by the city council through legislation; this was met with opposition even though the grant if awarded would assist property owners with the cost of removal;*
- *COO office reviewed the staff requirements for assistance with the State of the City Address*
- *Some projects were delayed due to numerous delayed and closures because of inclement weather.*
- *Draft Fiscal Year 2020 budget meetings were held at the request of the Mayor with the CFO; each department was required to be prepared to submit their budget requests with justification to the Office of the Mayor.*
- *COO revised and edited some of the departmental reports for submission to the city council;*
- *This office nominated Dashaun Lanham for the Municipal Clerk of the Year Award once again;*

- *The office went over the city's inventory of all electronic equipment including iPhones, iPads, lap tops, and TV's and the equipment is now on a data spreadsheet; the Operations Manager is responsible for updating this information on a monthly basis.*
- *The department reviewed the variance request and scheduled a review for the City Council;*
- *Various personnel matters were reviewed with Human Resources and consultations with LGIT Employee Hotline and the city attorney;*
- *The CO and Operations Manager attend a court hearing on a personnel matter; ruling was in favor of the city;'*
- *Verizon update – the city attorney is attempting to work through negotiations for the arbitrator to avoid exorbitant costs to the city; Verizon is attempting to use the services of an expensive arbitrator;*
- *Several meetings were held with the project director concerning the USDA project;*
- *The office reviewed a Goodwin Park Rental Application at the request of Pubic Engagement;*
- *Several notices of suggested trainings were sent to department mangers;*
- *Council Clerk and the COO reviewed various pieces of legislation for amendments and revisions to be submitted to the city council;*
- *Coo reviewed updates on electronic inventory , and vehicle replacements for public works;*
- *Operations manager coordinated requests for cell phone upgrades, larger conference room table for conference room in Trailer A; executive chairs for conference room in Trailer A; city council supplies;*

Training:

- *The department participated in a webinar on One-Drive.*

Analyze department improvements that are needed and/or achieved based on the Smart City model.

None at this time. The department is within or under budget in all categories as of the date of this report.

Indicate problems identified, barriers encountered and solutions reached.

Identify goals for the next reporting period.

Submit Nomination for Clerk of the Year. Award. Complete BFO submission.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal 5 _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal 20 _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composing trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

| FY <u>17</u> Budget (Previous Year) | FY <u>18</u> Budget (Current Year) | FY _____ Actual (Current Year) |
|-------------------------------------|------------------------------------|--------------------------------|
| | | |

Summary of Major Expenditures

Line Items 5200, 5220, 5350, 5360, 5380, 5400, 5440, 5430,

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| FY <u>17</u> Budget (Previous Year) 5200 Office Supplies 5220 Training 5350 Postage 5360 Telephone 5380 Copier Contract 5400 MML Membership Dues 5440 Utilities | | |
|--|--|--|

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.
See budget detail.